

ROUTING AND TRANSMITTAL SLIP

Date

10/15/80

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. Patty - pls proof	pt	15 OCT 1980
2. AEO/OL	AB	OCT 1980
3. EO/OL	EM	15 OCT 1980
4. DX /L		
5. DX L		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

We have been getting quite a bit of undated and, in some cases, unsigned correspondence in OL Registry for processing. Perhaps the attached notice will call attention to that fact and improve procedures.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
STAT <div style="border: 1px solid black; display: inline-block; width: 150px; height: 20px; vertical-align: middle;"></div> C/R&SB	Phone No.


NOTICE NO.
LN 70-1

LN 70-1
RECORDS AND CORRESPONDENCE
16 October 1980

OFFICE OF LOGISTICS CORRESPONDENCE

1. It has come to my attention that all copies of Office of Logistics correspondence (primarily memoranda) are not being annotated with a signature stamp bearing the signer's name and a date stamp indicating when the document was actually signed. It cannot be emphasized enough the importance of properly annotated correspondence. An unsigned, undated document does not provide an accurate record of events.

2. Please review your current office procedures and, if necessary, institute changes to ensure that all copies of correspondence prepared in your office reflect the actual date and signer of said correspondence.


for JAMES H. McDONALD
Director of Logistics

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